LICENSE BEGINS

City of Norfolk

Commissioner of the Revenue

PO Box 2260

LICENSE ENDS

house or place of business in said City for the period shown on said application.

Norfolk, VA 23501-2260

Phone (757) 664-7886 Fax: (757) 441-1346

Email: bill.parker@norfolk.gov
Website: www.norfolk.gov/revenue
Facebook: www.facebook.com/norfolkcor
Twitter: www.twitter.com/norfolkcor

2015 Business License Renewal Application

IMPORTANT NOTICE

COMPLETE, SIGN AND RETURN TO:
C. EVANS POSTON, JR.
COMMISSIONER OF THE REVENUE
PO BOX 2260, NORFOLK, VA 23501-2260

DATE DUE IS MARCH 1, 2015

| | | Individual | Partnership | Corporation or LC/LLC | | |
|---|--|----------------------|--|----------------------------------|-----------------------|-----------------|
| - | Enter gross receipts in col | | | ted below. | _ | |
| - | If \$100,000 or less pay \$50 | | | | | |
| - | If more than \$100,000 use | the rate schedule | e to compute tax d | | | |
| | Contractors | | | 16 cents per hundred | | |
| | Retail & Restaurants | | 20 cents per hundred | | | |
| | Repair, Personal, And Busin | | 36 cents per hundred | | | |
| | Financial, Real Estate, And | ices | 58 cents per hundred | | | |
| | Telecommunications Compa Wholesale (Calculated on al | Doos | 50 cents per hundred 15 cents per hundred/p | luo ¢50 | | |
| | not follow the \$100,000 thre | | | ro cento per nunarea/p | านร จุรบ | |
| · · · · · · · · · · · · · · · · · · · | | | pts/Purchases | Tax/Fee | Penalty | Interest |
| Serise Classification | | GIOSS INECEI | pts/i dichases | TaxT cc | 1 Charty | interest |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | Totals: | | | | |
| | | | Tax Prescribed | by Law: | | |
| POR#: | | | Penalty: | • | | |
| Contractor | | | · | | | |
| | Architect | | Interest: | | | |
| Engineer | | | Previously Paid: | | | |
| g | | | Sub Total: | | | |
| IE NO L | ONGED IN BLISINESS SEE DE | VEDSE SIDE | Zoning: | | | |
| IF NO LONGER IN BUSINESS SEE REVERSE SIDE | | | Total: | | | |
| | | | | Make Checks Payab | le To: NORFOLK (| CITY TREASURE |
| ignature of Applicant: | | | Date: | | | |
| nt or typ | e Name of Person Signing: | | | | | |
| one num | ber: | | Email: | | | |
| mmissioner of the Revenue: | | | City Treasurer: | | | |
| enses: 1 | The Commissioner of the Revenue of | | | | | he City Code of |
| said City | of Norfolk, Virginia, licenses are this he foregoing application as indicated | day severally grante | ed the above named a | oplicant to prosecute the busine | sses, employment or p | professions |

DATE BUSINESS BEGAN IN NORFOLK

This license, however, shall not be valid or have legal effect unless and until the taxes (penalties and interest) prescribed by said City Code as shown on the forgoing application paid to the Treasurer of said City, and the fact such payment is properly shown thereon, and does not permit licensee to prosecute any business, profession, or occupation in violation of any City Code or State Law.

<u>Penalty and interest will be applied if not Paid by March 1:</u> Penalty for late filing is \$10.00 or 10% of the tax whichever is greater. Interest is charged at the rate of 1/2 of 1% per month from the March 1 date with a maximum of 6% per annum. Request for <u>extensions</u> must be made in writing to the Commissioner of the Revenue on or before **March 1**. If not paid in accordance with extension date granted, **penalty and interest** will be computed from **March 1**.

<u>City of Norfolk Business Licenses Expire December 31 (Ordinance No. 37.564):</u>

Renewal forms will be sent to the last mailing address provided to this office. Failure to inform us of an address change will not relieve you from any late fee(s) assessed.

Architects, Contractors and Engineers: Any architect, contractor or professional engineer applying for or renewing a business license in any locality in accordance with Chapter 37 (§58.1-3700 et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed under the terms of Chapter §54.1 or (ii) a written statement, supported by an affidavit, that he is not subject to licensure as an architect, contactor or professional engineer pursuant to this chapter. No locality shall issue or renew or allow the issuance or renewal of such license unless the architect, contractor or professional engineer has furnished his license number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

In addition, contractors are required to complete a Certification of Workers' Compensation Insurance (Form #61-A).

<u>Business Address Change:</u> If the business address shown on the front is incorrect, please make a note of the correction on the front of the renewal. For incorrect business addresses the following procedure will be used in accordance with §24-25.3(g) of the Norfolk City Code. Direct zoning approval by the Planning Department is required for all car related establishments, medical offices, restaurants, trucks, trucking, and container businesses, Historical Districts and Pedestrian Commercial Overlay Districts. All other addresses may be approved in the Commissioner of the Revenue office provided zoning criteria are met. Please contact your Business Tax Team (757) 664-7886, if you have any questions about your business's new location.

<u>Operation without a License:</u> Any person or entity engaging in a business, trade, profession, occupation, or calling without obtaining the required license shall be deemed in violation of §24-25.3 of the Norfolk City Code. Such violation is a Class 1 Misdemeanor punishable by a fine not to exceed \$2,500 and/or 12 months in jail.

* IN THE EVENT THAT YOU ARE NO LONGER IN BUSINESS, PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN:

| Account # / License #: | | |
|--------------------------|--------------|--|
| Owner and Trade As Name: | | |
| Out of Business Date: | | |
| Reason for Closure: | | |
| Signature: | Date Signed: | |